

**SECRET**

STATEMENT OF OBJECTIVES

The principal objectives of the Records Management Staff are to provide staff assistance, advice and guidance to the Agency in those areas concerned with records creation, records maintenance and use, vital records, the preservation of permanent records and the disposition of temporary records. These objectives are attained through the following program elements:

- a. Forms Management
- b. Correspondence Management
- c. Reports Management
- d. Records and Filing Systems
- e. Records Disposition, including technical supervision of Records Center operations
- f. Vital Records, including technical supervision of the Vital Materials Repository.

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accomplishments - (current year)

Inactive records transferred from valuable headquarters office space to the Records Center amounted to 10,117 cubic feet; the equivalent of 1,140 safe cabinets. At the end of the fiscal year, the Records Center held 33,079 cubic feet of inactive records. This is an increase of approximately 20% over the previous fiscal year. Safe cabinets necessary to store the inactive records in the Center would cost \$1,455,520.

Destruction of records held by the Records Center amounted to 2,746 cubic feet; an increase of 79% over the previous year. In addition, Agency offices destroyed 3,760 cubic feet of inactive records in their respective areas, and more than 400 cubic feet were destroyed during the course of records disposition surveys. The total volume destroyed (6,906 cubic feet) is equivalent to that of 864 safe cabinets valued at \$304,128.

Records Disposition Surveys and Records Control Schedules were completed in 7 organizational elements, covering 38,756 cubic feet of records. In addition, 2 surveys were completed in foreign field stations.

The Project Review Committee approved the expansion of the Agency Records Center and a contract was let for a 30,000 sq. ft. addition.

Activity in Forms Management increased approximately 2% over the previous fiscal year and 15,019 new, revised and reprinted forms actions were completed. Particular significant accomplishments in the Forms Management Program were the elimination of 254 old ones and the development of new Clandestine Services Information Report Forms which resulted in estimated annual savings of \$75,000. This latter activity was accomplished by developing ideas contained in three Employee Suggestions submitted to the Incentive Awards Staff.

Approximately 30% more file space was made available in the Vital Materials Repository by substituting 5 drawer non-safe filing equipment for 4 drawer safe filing equipment. This made it possible to accommodate an increase of approximately 145% in the deposit of Vital Records over the previous year. Deficiencies in operating procedures in the Vital Records program detected in the Operation Alert 1956 program were corrected.

The Subject-Numeric Filing System was installed in 35 organizational elements. In addition, specialized filing methods were developed for 5 offices. A special Shelf Filing System for the Biographic Register was developed which will release over 200 sq. ft. of floor space; centralize filing operations in 1 area and provide expansion space for at least 2 years.

Expanded the reports management program. Developed an improved method of reporting employee injuries; thereby eliminating one monthly report and 80 man hours per year required to prepare it. Furnished the SSA/DD/S an inventory of 58 reporting requirements placed upon field installations.

Lectured on Correspondence Management Practices with OTR sponsored training programs and developed significant brochures on correspondence practices, including form letters and guides.

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Future Plans

Objectives for Fiscal 1958

Identify unofficial Agency forms, eliminate unnecessary ones and redesign those still needed.  
Develop Handbooks for Forms Management, Reports Management, Records Disposition and Vital Records.  
Develop appropriate Brochures and promotional releases.  
Install the Subject-Numeric and other appropriate filing systems throughout the Agency; there are approximately 255 Subject-Numeric installations to be made.  
Continue the promotion of Shelf Filing and other special filing methods to improve the utilization of office space and to expedite reference to active files.  
Audit Area Records Programs and review existing Records Control Schedules to assure their effectiveness and current application.  
Review Vital Records Programs and Deposit Schedules to assure their effectiveness.  
Promote efficient correspondence practices.  
Identify permanent records for the official Agency archives and provide for their preservation.  
Conduct Work Shops and Seminars to familiarize Area Records Officers with new Records Management techniques.

Objectives for Fiscal 1959

A Records Management Program encompassing all of the elements required by the Federal Records Act of 1950 and recommendations made by the Second Hoover Commission on Paperwork Management is in effect. Principle objectives for Fiscal Year 1959 will be to continue this over-all program and to:

- a. Audit existing Records Control Schedules
- b. Extend the use of special Filing Methods and Filing Equipment to accomplish better utilization of office space.
- c. Place special emphasis on the retirement of records to the Agency Records Center and the destruction of records in offices.
- d. Extend the Records Management Program to the  and foreign field installations.

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